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September 9, 2009

Re: Licensing and Inspection of Vacant Property
Address of vacant property, Countryside, IL 60525

Dear Property Owner,

To help ensure that the City of Countryside continues to be a great place to live, work and shop, the City Council has adopted and approved City Code Section 8-11-1, requiring the licensing and inspection of vacant property. (Copies of Ordinance 08-40-O are available at City Hall and on the City's website www.countryside-il.org). **Click on *Info Resources*, then *City Code*. Follow directions to access code. Click on Title 8 – Building Regulations, then Chapter 11 – Licensing and Inspection of Vacant Property.**

The purpose of this ordinance is to establish a program for the identification, registration and regulation of buildings, or portions thereof, which are or become vacant, to determine the responsibilities of owners of vacant buildings, and to provide for the administration and enforcement of City laws and ordinances, including the abatement of property maintenance violations and public nuisances.

The property address listed above has been determined to meet the criteria for a vacant building in accordance with Ordinance 08-40-O (*Building has been unoccupied for more than 120 days, building has been unoccupied and has code violations, etc.*). As owner of said vacant building, you are required to fulfill the following obligations:

- Complete the attached license registration form and return it to the City Building Department within 15 days of the date of this notice, along with the licensing fee of *ten cents (\$ 0.10) per gross square foot of floor area of the vacant building, space or unit. (The gross area shall include basements, attics, mezzanines, equipment rooms, stairways and elevators measured from/between the outer sides of the exterior walls or tenant or unit separation walls.)*
- Obtain liability insurance and maintain such insurance for as long as the building, space or unit remains vacant, and file evidence of such insurance with the City's Building Official. Said liability insurance shall be in the amount of *two million dollars (\$ 2,000,000.00)*.
- Schedule a code compliance inspection of the interior of the vacant building with the City's inspection service, T.P.I. Building Code Consultants. Please call T.P.I. at (630) 443-1567 to schedule your inspection. Such inspection shall take place between 8:30 am and 4:30 pm Monday through Friday and no more than fifteen (15) days after the

submittal of the license registration form. You can find a list of typical inspection items on the back of the attached license registration form.

- Obtain and maintain the required vacant building license for the vacant building indicated above, and for all other buildings owned within the City of Countryside which meet the criteria of a vacant building. (Each license for each vacant building shall be issued for a period of one hundred twenty (120) days, and may be renewed for successive periods of not to exceed one hundred twenty (120) days.)
- Report any change in the designation of the managing agent to the City's Building Official within seven (7) days of said change.
- Report any conveyance in the legal or equitable interest in the building to the City's Building Official within seven (7) days after the execution of a contract to convey and at least fourteen (14) days prior to said conveyance to allow ample time for the required presale inspection.

Please be advised that an owner of a building determined by the City's Building Official to be a vacant building as provided for in Section 8-11-3 may appeal that determination to the director of Community Development. Such appeal shall be in writing, shall be in accordance with Section 8-11-5 of and shall be filed within fifteen (15) days of the date of this notice of determination.

We appreciate your cooperation in this matter and thank you for helping to keep the City of Countryside a credit to us all. It is strongly urged that you obtain a copy of City Code 8-11-1 so that you are fully aware of your obligations. For further assistance please call City Hall at (708) 354-7270 for detailed information.

Sincerely,

Sharon Sweeney
City Clerk

Enclosures 2



License Application for Vacant Properties

Address of Vacant Property: _____ Date: _____

Property Type: Commercial _____ Multi-family _____ Single Family _____

1) Identify the name, address and telephone number of the legal property owner:

(Name) _____ (Phone) _____

(Address) _____

2) Indicate the case name and number of any pending litigation concerning or affecting the building, including bankruptcy cases.

3) Identify the name, address and telephone number of all persons with any legal interest in the building or premises: (Attach separate sheet if more than one.)

(Name) _____ (Phone) _____

(Address) _____

4) If applicable, identify the name, address and 24-hour telephone number of any agent designated by the property owner, and the extent of the agent's authority: (Rent, manage, make decisions and expenditures for property/owner, etc.)

(Name and Title) _____ (Phone) _____

(Address) _____

(Extent of Authority) _____

5) Identify the name, address and 24-hour telephone number of the janitor, maintenance person or building engineer for the property designated by the property owner, and the extent of the individual's authority: (Rent, manage, make decisions and expenditures for property/owner, etc.)

(Name and Title) _____ (Phone) _____

(Address) _____

(Extent of Authority) _____

- 6) Identify the name, address and 24-hour telephone number of the agent, other than the owner, who is authorized by the owner to accept notices and process. Said agent shall be a natural person, at least twenty one years of age, who maintains a permanent address in Cook County, Illinois, to accept service on behalf of the owner, including notices, citations or service of process. A street address is required. (A Post Office Box is not an acceptable address.)

(Name and Title) _____ (Phone) _____

(Address) _____

(Extent of Authority) _____

By affixing his or her signature below, the owner agrees to comply with all rules and requirements outlined by the City of Countryside in Ordinance 08-40-O for the Licensing and Inspection of Vacant Properties, and the owner understands that the city will not issue real estate transfer stamps without the city inspectors having first conducting and completing an interior inspection for code compliance. Furthermore, by affixing his or her signature below, the owner indicates his or her "acceptance of notice by posting", consenting to service of notices sent or required to be sent, pursuant to Ordinance 08-40-O, by posting on the building if the owner fails to renew the registration if required, or maintain as current with the director the information required regarding the person designated to accept notice and service of process.

(Signature of Owner) _____ (Date) _____



Common Compliance Requirements for Vacant Property Inspections

I. EXTERIOR

- Address number posted and clearly visible from the street.
- Unit number posted on the door.
- Exterior site is clear of garbage, debris or hazards.
- The façade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- All exterior signs are in good repair.
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed.
- All accessory structures, including detached garages, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.

II. INTERIOR

- Fire alarm system is in good repair and in service.
- Sprinkler system is in good repair and in service.
- Mechanical system is in good repair.
- Mechanical unit(s) operating to maintain a minimum air temperature of 42-degrees.
- All framing, fixtures and ceilings (including suspended ceilings) in good repair.
- All exit doors are functional and in good repair with proper locking devices.
- Access to all exits is clear and free of obstructions.
- No storage of hazardous materials.
- All glazing is in good repair. (No broken or cracked glass.)
- All exit signs and emergency lights are functional and in good repair.
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All electrical wiring is properly installed, protected and enclosed.
- Access to all electrical panels and disconnects is clear and free of obstructions.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- All plumbing fixtures are installed, or pipes are properly capped/terminated.
- The potable water supply is free of any possible cross-connection or contamination.
- All fuel gas systems, equipment and fixtures are in good repair and free of leaks.
- All areas of the property are free of an infestation of rodents or insects.